

COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Franklin Hall Board Room
May 20, 2004

MINUTES

Present:

Dwight E. Smith	Tim Wagner
Suzanne Stilson Edgar	Hamid Danesh
Dr. Susan C. Finn	Jeanne Patton
Matthew G. Kallner	Dr. Deborah Coleman
Paula Inniss	Jennifer Snider, Ex Officio Staff
Michael C. Keller	Vivian Hill, Ex Officio Student
Priscilla D. Mead	Karl Rieppel, For Ex Officio Faculty
William A. Antonoplos	Saundra Schuster, Asst. Attorney General
Dr. Val Moeller	Tom Andres
Dr. Michael Snider	David Fitch
Terri Gehr	Ann Helfrich
Will Kopp	

Mr. Dwight Smith, Chairman of the Board, called the meeting to order. Dr. Val Moeller, President, introduced several attendees: Will Kopp, the new Vice President for Institutional Advancement; Jennifer Snider, the newly elected Chairperson of the Staff Advisory Council, who will serve as the ex officio staff representative; and Karl Rieppel, attending on behalf of Steve Abbott, ex officio faculty representative.

(1) Financial Statements

Ms. Terri Gehr, Vice President for Business and Administrative Services, reminded the Board that the format of the financial statements is being changed in accordance with recommendations made by the auditors that the reports should be automated. These changes were reviewed in the last committee meeting to familiarize Board members and answer any questions. A summary sheet [*see Attachment A*] outlining the changes was distributed, and Ms. Gehr and Ann Helfrich, Senior Accountant, again reviewed the changes which will be made in the financial statements sent to the Board of Trustees each month, which will considerably reduce their size and simplify reporting. During the last committee meeting, the Board had requested some changes and enhancements to the format, and these have been done. The new format will begin with the new fiscal year on July 1, 2004.

The college is requesting that the financial statements as of and for the ten months ended April 30, 2004, be accepted as presented.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(2) **Renovation of Union Hall Lab for Human Patient Simulator**

Dr. Moeller explained that the Board of Trustees had previously approved an allocation of \$600,915 from the Facilities Move Plan to renovate two classrooms into nursing labs. A \$346,812 grant from the Osteopathic Heritage Foundation to fund equipment for nursing labs was anticipated but unconfirmed at the time of the board action. The grant did materialize, and the balance in the approved allocation is sufficient to fund the renovation of an additional room in Union Hall to accommodate a Human Patient Simulator laboratory. The existing program, Health Information Management Technology (HIMT), in the specific classroom will move to another Union Hall space that requires some renovation to suit the programmatic needs. The new laboratory will be available for nursing students by fall 2004.

The college is requesting that the Board of Trustees approve \$247,751 of the balance remaining in the "Union Hall Nursing Labs" board account for this project, and approve award of bids listed below.

<u>Contract</u>	<u>Contractor</u>	<u>Actual Bid</u>	<u>Bid Estimate</u>
General	Rockwood Builders	\$70,500	\$69,400
Plumbing	Peter Miller Inc.	Combined	Combined
HVAC	Peter Miller Inc.	\$37,025	\$37,000
Electrical	Mid City Electric	\$25,944	\$27,500
Total Base Bid Cost		\$133,469	\$133,900
Total Construction Cost		<u>\$133,469</u>	

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(3) **Compensation Adjustments for Non-Union Employees for FY-05**

The college is requesting that the Board of Trustees approve the following compensation adjustments for non-union employees for fiscal year 2005.

Full-Time Employees:

1. That the current staff and administrator salary ranges be amended to reflect a 2 percent increase at both the top and bottom of the range; and

2. That salary adjustments for individual employees be implemented only after a formal evaluation of each employee is performed by his/her supervisor which includes a professional development plan and recommendation for a salary increase, and that such evaluation and recommendation be filed with the Human Resource Department; and
3. That the pool of monies approved (4 percent) for staff and administrator salary adjustments (who are evaluated on a merit basis) be \$1,064,038 (annual basis); and
4. The above actions be effective July 1, 2004.

Adjunct Faculty:

5. Effective July 1, 2004, all adjunct faculty will be paid the flat rate of \$38 per contact hour. The cost of implementation of this rate is approximately \$454,505.

Part-Time Employees:

6. Effective July 1, 2004, all part-time employees will receive a 4 percent increase in the hourly wage rate. The cost to implement this recommendation is approximately \$191,709.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(4) Capital Equipment Purchases for FY-05

Dr. Moeller explained that this equipment request is in accordance with the previously approved Information Technology plan for maintaining and keeping current with technology needs throughout the campus. This request addresses the need to replace old equipment and/or acquire additional equipment.

The college is requesting that the Board of Trustees allocate for the purchase of equipment \$3,000,000 from the FY-05 Current General Fund-Capital Equipment and \$19,332 from the Bookstore's Auxiliary Fund.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(5) Operating Budget for FY-05

Ms. Gehr gave a presentation on the proposed Operating Budget for FY-05, outlining that planning for this budget centered around three major factors: state funding, the potential sales tax repeal, and the structural imbalance between FY-05 funding and FY-06 and FY-07 funding due to one-time revenue sources. Other factors affecting the budget include an increase in the student parking fee from \$15 to \$25 per quarter and an increase in tuition from \$69 to \$73 per credit hour. The college is proposing a FY-05 operating budget of \$110 million for the college; \$687,900 for the Child Development Center; and \$2,300,000 for the Bookstore.

The Board questioned why a one percent enrollment growth projection was used in the revenues section, while a 3 percent growth rate was used in the expenditures section. The Chairman asked for further clarification of this point, including an analysis of the differences between different percentages of growth.

The college is requesting that the Board of Trustees approve the Fiscal Year 2005 Operating Budget for Columbus State Community College, the Child Development Center, and the Bookstore.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(6) Land Purchase in Delaware County

Dr. Moeller introduced Tom Andres, who is working with the college on property matters. Ms. Gehr gave an update on facility projects:

- (a) The renovation of Aquinas Hall for housing of the Counseling and Advising Center and the Testing Center should be completed by fall 2004.
- (b) The building at 366/370 N. Sixth Street should also be completed by fall 2004 and will house art studios, offices, and a machine shop.
- (c) Construction of Academic Center D is underway as planned.
- (d) Planning continues for the construction of the new Bookstore/Retail Complex, for which the Board approved \$8 million last year. The college is considering whether or not to make construction of this building simultaneous with Academic Center D.
- (e) The *Percent for Art* requirement of the state (one percent of all construction projects must be set aside for art) will be combined for Academic Centers C and D, most likely taking the form of some connector between the two facilities.

- (f) A design concept was presented for the Cleveland Avenue “Streetscape” concept which is being discussed with the Columbus College of Art and Design and for which funding will be sought from the City of Columbus.
- (g) Land acquisition for a second campus in Delaware County is still being worked on but is not yet ready for Board action. Legal consultations are underway, and information should be available prior to the Board meeting next week regarding disposition of this matter.

(7) Revision of Policy No. 9-01 (Operational Budget)

Dr. Moeller pointed out that we are in the process of updating policies and procedures to keep current with college practices and to comply with current laws and regulations. The proposed revisions to Policy No. 9-01 include language recommended by the Auditor of State which specifically permits the use of college funds for food and refreshments, excluding alcohol.

The college is requesting that the Board of Trustees approve the revised Policy No. 9-01 (Operational Budget) as attached effective June 1, 2004 [*see Attachment B*].

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(8) Tenure Appointments

Dr. Michael Snider, Provost, advised that 14 individuals are being recommended for tenure, and all have been reviewed in accordance with tenure policy and procedures and have been recommended through their respective supervisors for this honor. Four years of full-time teaching are required to be eligible for tenure, which is awarded during the fifth year. The tenure process is a rigorous one, and faculty must submit a comprehensive portfolio of their accomplishments in order to qualify.

The college is requesting that the following individuals be granted tenure effective at the beginning of the 2004-2005 contract year:

Dr. Sharon R. Barnewall, Biological and Physical Sciences Department
Mr. Mark S. Bocija, Humanities Department
Dr. William A. Cook, Humanities Department
Ms. Christine A. Evenson, Interpreting/American Sign Language Education Tech.
Mr. Gil Feiertag, Off-Campus Programs
Mr. Richard A. Greely, Massage Therapy Technology

Mr. Kevin W. James, Mathematics Department
Dr. Morteza Javadi, Biological and Physical Sciences Department
Dr. Eric C. Neubauer, Social and Behavioral Sciences Department
Dr. Michael W. Squires, Biological and Physical Sciences Department
Ms. Rebecca L. Test, Communication Skills Department
Ms. Jacqueline D. Walli, Nursing Technology
Mr. Eric L. Welch, Sports and Fitness Management Technology
Mr. Mingzhi Xu, Mathematics Department

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(9) Personnel Information Items

There was no discussion of the personnel information items. They are presented to the Board for information only.

The Committee of the Whole agreed to refer this item to the Board of Trustees for information.

President's Office

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05/26/04